



PERTH MARKET AUTHORITY

GUIDELINES FOR PREPARING YOUR APPLICATION

These guidelines are designed to assist you in demonstrating that you are a competitive applicant for the advertised position. Applicants who demonstrate in their application that they meet the essential criteria detailed in the Job Description Form and are more competitive in comparison with other applicants will be interviewed.

Your application should include:

1. Covering letter outlining your intention to apply.

2. Resume (Curriculum Vitae) including:

- Personal details.
- A summary of work history.
- Details of education and training qualifications/achievement including any studies that you are currently undertaking. Membership of any professional bodies should also be included.
- Any activities that you have undertaken outside of work which are relevant to the position that you are applying for.

3. Statement of claims against the selection criteria.

The selection criteria specifies the minimum education, knowledge, skills and abilities required for the position. As an applicant the onus is on you to demonstrate that you meet the selection criteria.

When writing your application it is imperative that you address the essential requirements stipulated on the selection criteria along with the desirable criteria. Some criteria require greater explanation than others but you should be as succinct as possible.

As a general rule you should limit your comments on any one selection criteria to approximately one half to one page.

When making your claims against the criteria it is important to include relevant examples of how you have performed in the past. Merit selection is based on a belief that the best predictor of future behaviour is past behaviour so the selection panel will feel much more confident about predicting your ability to perform a job if they can ascertain how you have performed in previous positions.

It is not sufficient for you to simply state that you possess certain skills or experience. Selection panels require specific and relevant examples of these skills. It is vital that applicants are honest in their written applications, as no one will be appointed to a position without contact with one or more of his/her referees.

Having drafted your application it is advisable to seek a second opinion on it from someone who knows your work well. Often applicants overlook some of their skills because they take

them for granted and occasionally basic errors or omissions go unnoticed by the applicant but are picked up by observers.

SUMMARY

- Make sure you meet at least the essential criteria for the position.
- Address the selection criteria including desirable criteria.
- Write clearly and succinctly.
- Ensure you have presented yourself in the best possible light, but be honest.
- Seek a second opinion on your application.
- Submit your claims against the selection criteria, CV, and covering letter before the closing date and time.

4. Referees

- Applicants are required to nominate two referees in support of their application.
- Referees should be contacted for approval before listing them on your application.
- Provide names; work addresses and daytime telephone numbers. Use referees who can comment on your experience, skills and knowledge in relation to the selection criteria.

5. Closing Date

Vacancies are advertised for a specific period and close at 5.00pm on the closing date shown in the advertisement. ***Late applications will not be accepted.***

All applications should be marked “**Confidential**” and either emailed to jobs@perthmarket.com.au or mailed to;

HR Officer
Perth Market Authority
Mail Point 1, Market City
280 Bannister Road
Canning Vale WA 6155

6. After the interview

You will be notified of the outcome of your application. When you have been advised of the result of the application you are encouraged to seek feedback from the selection panel chairperson or nominated representative. This is an important learning experience and is helpful in assisting you to prepare future applications.

If you are of the opinion that any of the standards in relation to the recruitment and selection and appointment process have been breached you are encouraged to discuss your concerns with the chairperson of the panel. Should you wish to lodge a claim of a Breach of Standards you have ten (10) days from the time an unsuccessful advice has been delivered to you.

7. Employment Conditions

For further information please contact Mr Gary Turkich on 040 868 8881